

**SAMPLE  
NOTICE OF INTENT TO REQUEST RELEASE OF FUNDS**

(DATE OF NOTICE)

(NAME OF RESPONSIBLE ENTITY [RE])

(ADDRESS)

(CITY, STATE, ZIP CODE)

(TELEPHONE NUMBER OF RE PREPARER AGENCY)

**On or about** (AT LEAST ONE DAY AFTER THE END OF THE COMMENT PERIOD) **the** (NAME OF RE) **will** [IF THE RE IS NOT ALSO THE GRANTEE INSERT THE FOLLOWING LANGUAGE HERE--"AUTHORIZE THE (NAME OF GRANTEE) TO"] **submit a request to the** (HUD/STATE ADMINISTERING AGENCY) **for the release of** (NAME OF GRANT PROGRAM) **funds under** [Title/Section ( )] **of the** (NAME OF THE ACT) **of** (DATE OF ACT), **as amended, to undertake a project known as** (PROJECT TITLE), **for the purpose of** (NATURE/SCOPE OF PROJECT, AND PROJECT ADDRESS/LOCATION IF APPLICABLE).

**The activities proposed** [ALTERNATIVE #1: ARE CATEGORICALLY EXCLUDED UNDER HUD REGULATIONS AT 24 CFR PART 58 FROM NATIONAL ENVIRONMENTAL POLICY ACT REQUIREMENTS--ALTERNATIVE #2: COMPRISE A PROJECT FOR WHICH A FINDING OF NO SIGNIFICANT IMPACT ON THE ENVIRONMENT WAS (PUBLISHED/POSTED) ON (DATE OF FINDING PUBLICATION/POSTING)]. **An Environmental Review Record (ERR) that documents the environmental determinations for this project is on file at** (NAME AND ADDRESS OF RE OFFICE WHERE ERR CAN BE EXAMINED AND NAME AND ADDRESS OF OTHER LOCATIONS WHERE THE RECORD IS AVAILABLE FOR REVIEW) **and may be examined or copied weekdays** ( ) A.M. to ( ) P.M.

PUBLIC COMMENTS

**Any individual, group, or agency may submit written comments on the ERR to the** (RE DESIGNATED OFFICE RESPONSIBLE FOR RECEIVING AND RESPONDING TO COMMENTS). **All comments received by** (IF NOTICE IS PUBLISHED: NOTICE DATE PLUS SEVEN DAYS--IF NOTICE IS POSTED: POSTING DATE PLUS TEN DAYS) **will be considered by the** (NAME OF RE) **prior to authorizing submission of a request for release of funds.**

RELEASE OF FUNDS

The (NAME OF RE) certifies to (HUD/STATE) that (NAME OF CERTIFYING OFFICER) in (HIS/HER) capacity as (OFFICIAL TITLE) consents to accept the jurisdiction of the Federal Courts if an action is brought to enforce responsibilities in relation to the environmental review process and that these responsibilities have been satisfied. (HUD'S/STATE'S) approval of the certification satisfies its responsibilities under NEPA and related laws and authorities, and allows the (NAME OF GRANTEE) to use Program funds.

#### OBJECTIONS TO RELEASE OF FUNDS

(HUD/STATE) will consider objections to its release of funds and the (RE'S NAME) certification received by (ANTICIPATED DATE OF HUD/STATE RECEIPT OF RROF/C PLUS FIFTEEN DAYS) or for a period of fifteen days following its actual receipt of the request (whichever is later) only if they are on one of the following bases: (a) the certification was not executed by the Certifying Officer of the (NAME OF RE); (b) the (RE) has omitted a step or failed to make a decision or finding required by HUD regulations at 24 CFR Part 58; (c) the grant recipient or other participants in the project have committed funds or incurred costs not authorized by 24 CFR Part 58 before approval of a release of funds by (HUD/STATE); or (d) another Federal agency acting pursuant to 40 CFR Part 1504 has submitted a written finding that the project is unsatisfactory from the standpoint of environmental quality. Objections must be prepared and submitted in accordance with the required procedures (24 CFR Part 58) and shall be addressed to (HUD/STATE GRANT ADMINISTRATION OFFICE) at (ADDRESS OF THAT OFFICE). Potential objectors should contact (HUD/STATE) to verify the actual last day of the objection period.

(NAME AND TITLE OF RE CERTIFYING OFFICER)